A Toolkit of Resources

for

Independent Living Specialists
Vocational Rehabilitation Counselors
& Teachers/Educators

WHO ASSIST YOUNG ADULTS WITH DISABILITIES IN TRANSITION PLANNING



A special thank you to the following ad hoc team members for their time, expertise and support in developing this toolkit:

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Introduction



Purpose of this Toolkit

1. Enhance joint service delivery

2. Expand local collaboration and teamwork

3. Provide a resource for transition planning



This toolkit has been developed by an ad hoc team comprised of a small representation of individuals from across the state working in Centers for Independent Living (CIL), Local Education Agencies (LEA) and Vocational Rehabilitation (VR). The goal was to create a resource tool to enhance collaboration in transition planning for young adults with disabilities. A special acknowledgement to members of these three organizations for the many valuable resources and links included in this toolkit.

Transition services will vary depending upon the needs of the individual, availability of staff and resources at the local level. Not all services identified in this toolkit will be available in all areas of the state. In sharing these ideas and resources, a wider range of services and joint service delivery becomes available for young adults with disabilities.

Transition is a process where young adults with disabilities prepare for the future. This may include further education, specialized training, employment or other options they might choose on the road to increased independence.

Basic transition concept:

- Counsel young adults, along with their families, to think about goals for life after high school and to develop a plan to get there.
- Design the high school experience to ensure that young adults gain the skills and competencies needed to achieve their desired post-school goals.
- Identify and link young adults and their families to any needed post-school services, supports or programs <u>before</u> they exit the school system.

In Missouri, VR and the LEA have developed strong partnerships at both the state and local level in coordinating and providing transition services. This toolkit will **introduce** CILs as another partner in transition planning.

Included are snapshots of transition activities and resources that VR counselors, Independent Living specialists and teachers/educators may be able to offer young adults with disabilities.

Local Education Agency

The
Local
Education
Agency's
(LEA) Role



- The LEA is required by the Individuals with Disabilities Education Act (IDEA) to include a Transition Plan in the Individualized Education Plan (IEP) for all students age 16 and older. This plan outlines the supports and transition services students will need to live, work and participate in the community as an adult.
- The Transition Plan includes measurable post-secondary goals based on age-appropriate transition assessments for:
 - Education/Training
 - **Employment**
 - Independent Living, if appropriate

along with IEP goals, action plans and courses of study designed to help students fulfill their dreams for life after high school.

- The LEA **must** invite the student to the IEP for Transition Services and consider inviting any agency that may provide or pay for services after graduation.
- Planning for successful transition is complex. There are many issues to be addressed, time is short and the stakes are high. It takes the cooperation and involvement of parents, students, teaching professionals and other organizations for a successful transition from school to adult life to occur.
- Involvement is often time-consuming and challenging. Yet at the same time, it can be rewarding and offer many payoffs.
- Students are approaching one of the most significant transitions of life when they move from high school into the adult world. Exploring one's talents, interests and abilities; developing the greatest degree of independence possible; and setting goals and making decisions about the future are all part of this transition.

Department of Elementary and Secondary Education (DESE)
Office of Special Education: Effective Practices

http://dese.mo.gov/divspeced/EffectivePractices/transition_progs.htm

Post-Secondary Transition Q and A-

http://dese.mo.gov/divspeced/Compliance/Q&A/se-com-post-sec-tran-qa.htm

Local Education Agency

The Local Education Agency's (LEA) Role

Over the past five years, the gap between graduation rates for students with disabilities and all students has decreased by more than 6%.



- To assist in achieving post-secondary goals, high school students with disabilities will need:
 - a realistic post-secondary goal based on transition assessments
 - knowledge of self that includes interests, accommodation needs and knowledge of how disability will impact achievement of goal
 - self-advocacy skills
 - information about adult agencies that might provide supports after graduation
 - parent support
- Additional resources and information to prepare for the transition to adult life include but are not limited to:

Special School District (SSD) Transition Guidebook-Through the Doorway to Adult Life;

http://www.ssdmo.org/assets/123/step3/guidebook.pdf

Transition Planning: A Team Effort-PDF A publication of the National Information Center for Children and Youth with Disabilities, NICHY;

http://nichcy.org/wp-content/uploads/docs/ts10.pdf

Parent's Guide to Special Education in Missouri, Missouri Department of Elementary and Secondary Education, Office of Special Education;

http://www.dese.mo.gov/divspeced/Compliance/documents/ParentGuide.pdf

Tips for Transition, Missouri Department of Elementary and Secondary Education;

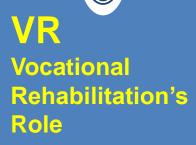
http://dese.mo.gov/divspeced/EffectivePractices/documents/se-ip-motransitiontips.pdf

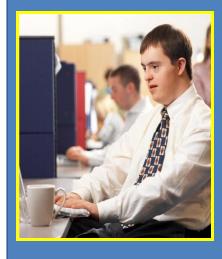
State Performance Plan, Missouri Department of Elementary and Secondary Education;

http://dese.mo.gov/divspeced/SPPpage.html

 Missouri Transition Programs- DESE Special Education http://dese.mo.gov/se/ep/transition_progs.htm

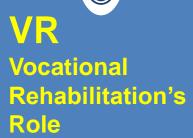
Vocational Rehabilitation





- In Missouri, VR is a program under the Department of Elementary and Secondary Education that receives state and federal funds to help people with disabilities obtain and maintain employment.
- To be eligible for assistance, a person must have a physical or mental impairment that creates a substantial impediment to employment and requires VR services to prepare for, enter into, engage in or retain gainful employment.
- Although VR is primarily an adult service agency, the federal Rehabilitation Act also requires VR to coordinate with schools in the planning of transition services for young adults with disabilities prior to their graduation or exit from high school. http://dese.mo.gov/vr/transition.htm
- VR's role in transition planning is to help young adults with disabilities:
 - choose a career goal.
 - develop a plan for employment or career training.
 - become successfully employed.
- Services that VR may assist with include but are not limited to:
 - Web-based career exploration
 - Career planning/portfolio development
 - Individual career guidance and counseling
 - Work experience such as job shadowing, apprenticeships, internships
 - Earning high school credit through a cooperative work experience program (COOP)
 - Assistance in finding employment/job search activities
 - On-the-job-training (OJT)
 - Supported employment job coaching
 - Assistive technology devices or services
 - Post-secondary education or training
 - Other services based on individual needs





Transition referrals account for approximately 22% of total VR clients each year!

On average, 65% of eligible transition youth who received VR services, reached successful employment outcomes!



- VR may also provide transition-related services to school districts in the form of consultation, technical assistance and participation in IEP meetings. In preparation for a job or training program, VR encourages student-led IEP meetings.
- Most services are provided at no cost. Payment for some VR services may be based on student and family income/resources and the ability to pay for costs associated with a specific services. VR may also conduct a search for other comparable services.
- VR transition services are provided by vocational rehabilitation counselors located in VR district offices across the state of Missouri (http://dese.mo.gov/vr/vroffices.htm). Many VR counselors travel directly to the high school or other locations in the community. VR counselors may also purchase services from Community Rehabilitation Providers (CRPs) who offer a variety of job placement and/or skills training assistance.
- VR's primary role is to help young adults with disabilities receive employment-related services and/or training needed to make a smooth transition from high school to successful employment. Preparing young adults for self-sufficient, high quality competitive employment in integrated settings are all key outcomes of successful transition planning.
- Additional resources and information regarding Missouri VR transition services include but are not limited to:

Office of Adult Learning and Rehabilitation Services, (VR) http://dese.mo.gov/vr/vocrehab.htm

VR Transition Brochure http://dese.mo.gov/vr/documents/Transition0410.pdf

DESE Cooperative Agreementhttp://dese.mo.gov/vr/desecoopagreement.pdf

Missouri VR's Role in Transition Planning (ppt)

US Dept. of Labor, Bureau of Labor Statistics http://www.bls.gov/news.release/empsit.t06.htm

VR Cooperative Work Experience Program Agreement http://dese.mo.gov/vr/CSG/CoopAgreement.pdf

COOP Q & A; http://dese.mo.gov/vr/qandavrcoop.pdf



CIL Centers for Independent Living's Role

Each year, 22 CILs serve on average 26,733 consumers:

5,225 – consumers receive Advocacy Services

9,004 – consumers receive Independent Living Skills Training Services

11,381 – consumers receive Peer Support Services

54,337- consumers receive Information & Referral Services



Centers for Independent Living

- Independent Living Centers are non-residential, private, non-profit, consumer-controlled, community-based organizations providing services and advocacy by and for persons with all types of disabilities. Their goal is to assist individuals with disabilities achieve their maximum potential within their families and communities. All CILs must provide the four core services and may provide a variety of other services based on need, availability and funding.
- Core services:
 - Peer support
 - Advocacy
 - Information and referral
 - Independent living skills training
- CILs may provide services at little or no charge for all people with disabilities to help them achieve or maintain self-sufficient and productive lives in their communities.
- CIL staff may offer support to youth in learning how to make decisions and exercise control over their lives as they transition from high school to adulthood.
- As part of the four core services, many CILs may also provide independent living skills training or other activities for young adults with disabilities in the areas of career exploration, empowerment and employment/training.
- Contact the local CIL (http://mosilc.org/CIL.htm) to obtain information regarding specific CIL services available in that community.
- Additional resources and information regarding the CILs include but are not limited to:

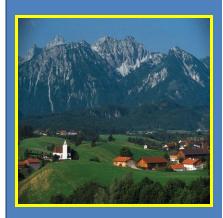
Missouri Statewide Independent Living Council (MOSILC) http://www.mosilc.org

Missouri Statewide Independent Living Council Brochure SILC Brochure (pdf)



Coordinated Service Delivery

"It takes a Village"



A Team Approach

- The LEA, VR, and the CILs all play a role in transition planning for young adults with disabilities.
- Some examples of coordinated service delivery using this team approach may include but are not limited to the following:
 - Participation by CIL and/or VR in IEP/504 meetings
 - Instruction regarding self-determination, self-advocacy, and/or disability awareness to assist youth in taking a more active role in transition planning and foster youthled IEP/504, and/or employment planning meetings
 - Additional training/activities to enhance employability or independent living skills prior to graduation/exit from school or prior to beginning a training program
 - Assistance in learning how to research and make an informed choice regarding the following:
 - Assistive technology
 - Housing options and/or home modifications
 - Personal care attendant (PCA) services
 - In-service presentations in the schools on a large array of topics (attitude, bullying, disability etiquette, people first language, self-advocacy, etc.)
 - Participation in CIL-sponsored after school and social programs, if available
 - Group or individualized skills training in the area of work readiness and/or life skills
 - Coordinating peer mentoring opportunities with another youth or adult with a similar disability who has established a solid independent lifestyle
 - Connecting youth to other community resources and state agencies such as Department of Mental Health (DMH) Employment Resource /Youth Transition Coordinators:

http://dmh.mo.gov/dd/progs/employment.htm;

Division of Workforce Development Career Centers; https://worksmart.ded.mo.gov/documents/view one.cfm?ID=1 618&menuID=6

Missouri Regional Transition Networks
http://ptimpact.org/Transition/Stellar/RTNbrochure.pdf

A Team Approach

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Coordinated Service Delivery



The young adult's goals and or desired outcomes should drive the provision of services.

Getting Started/Connecting the Dots

In addition to transition services offered through the LEA or VR district office, this toolkit contains a snapshot of CIL transition training activities that may be provided for young adults with disabilities.

Based on local resources and funding, transition activities and services listed in this toolkit may be combined and/or redesigned to fit individual needs. The transition activities listed are not required for successful transition planning and many are not currently available in every area of the state. However, these snapshots may spark some creative ideas for transition planning that could be used by teachers, VR counselors or CIL specialists at the local level to expand services currently available.

The LEA, VR and CIL staff are encouraged to use the tools and resources in this toolkit to enhance coordinated service delivery. This may be done in a number of ways. Here are some examples of how to begin the process:

- Determine whether the CIL is currently providing transition services to youth in your local community.
- Identify a point of contact at the LEA/CIL/VR office, and schedule a meeting to discuss the provision of joint transition services for young adults with disabilities.
- Identify which current components of transition planning are effective and which ones could be enhanced or improved.
- Using some of the ideas for joint transition planning and service delivery listed in this toolkit, brainstorm one or two new transition activities that could be developed.
- Implement the new services to enhance successful postschool outcomes for young adults with disabilities in your community.
- Evaluate the results and make adjustments to the new services as needed.



Checklists and Portfolios



Exploration

Snapshot:

- Gather information using interest surveys, situational assessments, life skills assessments, soft skills assessments, value inventories, teacher observations and employer evaluation forms, if applicable.
- Create a discovery profile for each young adult with a disability identifying their skills and preferences.
- Utilize a Transition Planning Checklist to record transition needs and priorities to help young adults with disabilities move toward their post-secondary goals.
- Create a Transition Portfolio to store transition-related assessments and information.

Coordinated Service Delivery:

- Developing a method of collecting, completing and storing the results of transition assessments so they are easily accessible for school staff and can be shared with adult service agencies such as VR, CIL, and/or local CRPs enhances transition planning.
- Storing information in a "Transition Portfolio," using transition planning checklists to record "what you already know" about the young adult with a disability and sharing this information with VR/CILs can help:
 - facilitate the VR referral/eligibility process.
 - enhance VR career exploration and planning.
 - identify gaps in transition planning.
 - reduce duplication of services.
 - assist CIL staff in identifying any additional assessments or group activities youth could benefit from as they transition from school to adulthood.
- These additional "tools" can help supplement the IEP/504 plan or diagnostic summary and may provide a more meaningful picture of interests, skills and transition service needs.

On-Line Tools/Resources:

- Transition Planning Checklists, Levels A-B-C, Special School District (SSD) <u>Direction for Checklists</u>, <u>Transition Planning A</u>, <u>Transition Planning B</u>, <u>Transition Planning C</u>, <u>Transition Portfolio</u>
- Missouri Planning Council for Developmental Disabilities: <u>A</u>
 Guide for Career Discovery, (pdf)
- Employability Skills Checklist (pdf)

Missouri Connections





to polygraph (lie detector) tests. However, the history of forensic science dates back at least 700 years. The first written "evidence" of the use of medical knowledge to analyze a crime was in 1248, in a Chinese book called "His Duan Yu." This translates to "the washing away of wrongs." The book discusses, among other things, how to tell drowning apart from strangulation. Today, forensic science technicians still use the natural sciences to solve Related Information crimes. However, the techniques and technology are quite

Degree & Certificate Programs Technicians sometimes collect physical evidence at crime investigators and brought to the crime lab where

sophisticated.

scenes. Often evidence is collected by crime scene technicians do much of their work. Typically, forensi science technicians analyze evidence submitted to the lab where they work, and perform work on request

At a glance

Also known as "criminalists"

Sometimes wear protective dothing

• Earn \$42,190 per

Snapshot:

Missouri Connections (MC) is an on-line career exploration system with all of the information/tools to plan for the future. MC can help young adults with disabilities:

Exploration

- Discover career interests and job skills
- Explore different occupations and employment
- Decide on a career direction
- Research colleges and technical schools
- Learn more about education and training options
- Find scholarships and financial aid
- Find current job openings in Missouri and in local regions
- Use wage data to negotiate a salary
- Get hints and tips on preparing for the job hunt
- Create an electronic portfolio to store Information
- Create a resume

Coordinated Service Delivery:

- VR can utilize MC in partnership with the classroom teacher to assist eligible youth to explore careers, learn how to set goals and evaluate options. These tools allow them to research training programs, discover more about the physical demands and working conditions of different career fields and create their own electronic career portfolio.
- The MC career portfolio allows youth to save assessment results, the jobs and training programs they are most interested in and their plans for the future. Upon graduation/exit from school, their career portfolio can be transferred to local career centers or institutions of higher education for continued career planning.
- This career planning process through MC may identify gaps in transition planning and help determine if the individual could benefit from additional training to enhance skills such as selfadvocacy, social or work-readiness skills. The local CIL may be able to offer individual or group activities to strengthen skills in these areas. Youth may also choose to share their career portfolios with CIL staff or CRPs to ensure a more seamless system of service delivery.

On-Line Tools/Resources:

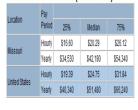
Missouri Connections: http://www.missouriconnections.org

Forensic Science Technicians

- Overview
- Task list
- Common work activities
- Working conditions Physical demands
- Skills and abilities
- Knowledge Preparation
- Helpful high school courses
- Hiring practices
- Employment and outlook
- Interests



Forensic science technicians (SOC 19-4092)



Select different states



Career Exploration





Exploration

Snapshot:

The knowledge of and exposure to a variety of different jobs or career fields is an important part of the transition planning process for young adults with disabilities and may include the following:

- Career exploration through various interest inventories, aptitude and self-assessments (on-line or paper-pencil)
- Research of careers in their field of interest
- Field trips to meet with or interview employers in the local community

<u>Coordinated Service Delivery:</u>

- Local education agencies provide a variety of career exploration activities for students receiving services through an IEP. VR counselors may also work closely with eligible youth with disabilities during their final year of school to explore a variety of career fields and training programs. In addition, the local CIL may offer a workshop or individualized one-on-one skills training specifically designed to provide youth additional career exploration opportunities to supplement or enhance LEA or VR career exploration activities.
- A coordinated system, to include the sharing of information regarding career exploration activities provided by the LEA, VR, or CIL, will help reduce duplication from one agency to another. Interest inventories can be used in the development of additional work experiences such as job shadowing or volunteering in the community.

On-Line Tools/Resources:

- Missouri Connections: http://www.missouriconnections.org
- The Missouri Career Guide: http://dese.mo.gov/divcareered/documents/Missouri_Career_Guide.pdf
- Bureau of Labor Statistics: http://www.bls.gov/OCO/
- Missouri Career Tool: http://www.missourieconomy.org/occupations/occ_proj.stm
- NCWD Youth-Career Planning Assessment Guide: http://www.ncwd-youth.info/topic/assessment
- Career Planning, Counseling and Coaching: http://counseling.careers.org/
- Assessment Tools for Career Planning:
 http://thinkcollege.net/for-professionals/assessment-tools



Job Shadowing





Snapshots:

Young adults with disabilities have an opportunity to explore the world of work through job shadowing opportunities which may include but are not limited to:

- on-line job shadowing in 16 career clusters using Missouri Connections
- review of real world interviews by people in a variety of occupations using Missouri Connections
- hands-on job shadowing with businesses in the local community

<u>Coordinated Service Delivery:</u>

- Job shadowing is typically set up as a full workday or several workdays at a local business or workplace. Young adults with disabilities accompany an employee in the performance of his/her daily duties.
- Job shadowing may also be designed as a joint activity in which VR or LEA staff expose youth to real world jobs using videos in Missouri Connections that provide a general description of the career field the youth has selected. These videos are a creative way to start the career exploration process and can also serve as a form of on-line job shadowing.
- CILs and VR staff may work together with the LEA to arrange individual job shadowing opportunities after school or on weekends for youth wanting to do further individual career exploration. Job shadowing allows the individual to increase their skills and enhance their work record. CILs, VR and LEA may be able to link youth to volunteer opportunities in the community.
- CIL, VR and LEA staff may also work together to coordinate a
 Job Shadow Day with a large organization(s) or business(s) that
 has a variety of jobs.

On-Line 7ools/Resources:

- Missouri Connections: www.missouriconnections.org
- Using Job Shadows to Explore the Field of Work: http://www.mcst-nh.org/images/stories/pdf/build_partnerships_for_career_exploration_se
 pt10.pdf
- Junior Achievement Job Shadows: http://www.ja.org/programs/programs_job_shadow.shtml

Exploration

Work Experience or WorkBased Learning





Snapshot:

Work experience for young adults with disabilities is a component of many LEA work-based learning programs that link knowledge gained at the worksite with a planned program of study. VR and CILs may also partner with LEAs to provide additional work experience opportunities for youth.

Depending on the individual's interests, skills, and abilities, work experiences for young adults with disabilities may include, but are not limited to the following:

- Career exploration
- Job shadowing
- Service learning
- Employer-led programs (Project SEARCH) http://www.projectsearch.us/
- Internships
- Apprenticeships
- Paid employment (may include VR COOP program)

Coordinated Service Delivery:

- The majority of on and/or off-campus work based learning programs are developed by the LEA; however the LEA may also partner with business or VR to create unique work experience opportunities.
- A few of the CILs have also established some employer relationships and therefore, may be able to supplement LEA or VR work-based learning programs by connecting young adults with disabilities to work experience opportunities after school or during the summer. CILs, VR, and LEAs should share employer resources, when applicable and ensure youth participation in work experiences are communicated among all parties.
- When developing work experiences for young adults with disabilities, it
 is also important to ensure compliance with child labor laws and the fair
 labor standards act.

On-Line 7ools|Resources:

- How to Create Approved Work Based Learning Experiences:
 http://www.mcst-nh.org/images/stories/pdf/Create Approved Nov10.pdf
- Work-Based Learning Plan: http://thinkcollege.net/for-professionals/employment
- NCWD Work-Based Learning Jump Start: http://www.ncwd-youth.info/work-based-learning
- Handbook for Implementing A Comprehensive Work-Based Learning Programs According to the Fair Labor Standards Act: http://www.ncset.org/publications/essentialtools/flsa/NCSET_EssentialTools_FLSA.pdf
- Work Experience Options for High School Students:
 http://www.education.com/reference/article/Ref Work Experience/
- Transition Academy Session 3- The Value of Work Experience for Students with Disabilities (ppt)



Person-Centered Planning



Empowerment

Snapshot:

- Transition planning for young adults with disabilities may include a person-centered planning approach.
- Utilizing person-centered planning, individual gifts and talents are identified through the process of self-discovery.
- Person-centered planning is designed to build essential life and leadership skills and to improve the future outcomes for youth through inclusion, self-determination and advocacy.

Coordinated Service Delivery:

- CILs, LEA's or VR staff may offer person-centered planning in a group setting or as one-on-one independent living skills training. Young adults with disabilities will learn how their families, friends, and people they know in the community can help support them in finding a job or career that matches their unique skills and abilities.
- Person-centered planning may include teaching young adults with disabilities how to network or foster a positive working relationship with adult agencies, family members and other professionals and what it means to utilize natural supports and community resources to make their plan a reality.
- Youth and their families can learn how to effectively utilize a person-centered planning approach in making their IEP and vocational planning meetings more meaningful and more productive in terms of future planning.

On-Line Tools/Resources:

- The Career Planning Guide-A Guide for Career Discovery, by the Missouri Planning Council for Developmental Disabilities; http://www.ddrb.org/pics/db/planning/48_48 Career Discovery Guide Color[1].pdf
- Think College-Person Centered Planning; http://thinkcollege.net/for-professionals/person-centered-planning
- Creating Your Self-Directed Life Plan (for individuals with mental health challenges); http://www.psych.uic.edu/uicnrtc/self-determination.htm#tools

Empowerment

SelfAwareness and SelfDetermination





Snapshot:

The foundation of empowerment for young adults with disabilities lies in their ability to achieve greater self-awareness and become more self-determined which includes but is not limited to:

- Understanding their disability and how it may affect their self esteem.
- Learning how their disability will affect their dreams of college, work, independent living and relationships.
- Building the confidence to set goals and communicate their dreams and needs.
- Building self esteem, self acceptance and self-determination

Coordinated Service Delivery:

- CILs can help young adults with disabilities develop self determination and challenge them to understand their disability
 with a positive perspective. This may be done in either a group
 setting or as one-on-one independent living skills training.
- CIL activities may augment transition planning activities touched upon in the school setting by providing additional time and individualized instruction. This could include helping youth find ways to build a sense of personal control, individual strengths and an overall acceptance of themselves and their disability.
- Youth may also learn how to use computer software to create a presentation allowing them to take a more active role in leading their own IEP or 504 planning meetings. The presentation could also assist in exercising informed choice in career planning with adult service agencies such as VR.

On-Line Tools/Resources:

- Self-Determination for Middle and High School Students (ppt)
- Tips for Building Self Esteem (pdf); Roots Activity (pdf)
- Mosaic Presentation #1-Making It Happen (pdf)
- #2-From Vision to Reality (pdf)
- #3-Living On Your Own (pdf)
- Self-Determination: What's in it for Me
- Voices4Hope (Young Adults with Mental Health Challenges);
 http://voices4hope.wikispaces.com/
- More Than a Job-Self-Determined Career Development Model, TACE Region 7

http://dps.missouri.edu/resources/MoreThanAJob/index.html



Advocacy







Empowerment

Snapshot:

It is important for young adults with disabilities to understand the importance of advocacy which may include but is not limited to:

- Accessing resources for effective advocacy
- Developing a plan for living independently, accessing necessary supports for continued education, achieving employment goals, and maintaining civil rights
- Encouraging participation in the legislative process
- Acquiring information to help youth and families become a voice for creating positive change

<u>Coordinated Service Delivery:</u>

- CILs can empower youth on how to advocate for necessary systems change at the state, local and national level and develop self-advocacy skills to overcome barriers. Young adults with disabilities utilizing CIL staff assistance may practice self-advocacy through independent living and leadership activities, peer-to-peer support, social and recreational activities, community involvement and mentoring relationships.
- The families of young adults with disabilities can also learn how to advocate and support youth enabling greater feelings of attachment, self confidence, self worth, individualism and self sufficiency.
- CILs may also work with the LEA and VR to encourage and empower youth to practice self advocacy in their IEP or 504 planning meetings or VR vocational planning meetings. Self advocacy is also used when requesting accommodations on a job or in a post-secondary education program.

On-Line Tools/Resources:

- Advocacy 101: Missouri Planning Council for Developmental Disabilities: http://www.mpcdd.com/page.php?contentID=32
- PERC Self-Advocacy Checklist; http://www.transitiontocollege.net/percpubs/perc_sd_checklist.pdf
- How To Be Your Own Advocate (pdf)
- <u>Tips for Talking with Your Legislator (pdf)</u>
- Speak Out For Understanding Project; http://speakoutforunderstanding.pbworks.com/w/page/17619161/FrontPage
- Finding Their Voices; http://www.gazettenet.com/2011/08/05/finding-their-voices-at-whole-children-in-hadley-teens-with-disabilities-learn-to-speak-up-for-thems
- Self-Advocacy for Teens; http://ezinearticles.com/?Self-Advocacy-For-Teens&id=3768933



Social Responsibility and Social Skills





Empowerment

Snapshot:

Youth with disabilities need to develop an understanding of what it means to be socially responsible, be exposed to opportunities that will help build good character and develop appropriate social skills in various social or work environments. Training in this area may include but is not limited to:

- Bullying/bully prevention/signs of bullying
- Social skills
- Top ten cell phone manners
- Social conscience
- Appropriate behavior/personal awareness
- Anger management
- Public displays of affection
- Hygiene
- Safety

Coordinated Service Delivery:

- CILs may offer assistance in a group setting or as individualized skills training specifically designed to help young adults with disabilities learn what to do when they are faced with bullying; how to get along better with peers, co-workers, employers; and become more of an asset to the community.
- Additional opportunities in the summer and after school for youth to learn and practice appropriate social skills may be available.
 This type of preparation can assist in a greater likelihood of success, for a referral to VR for training or employment assistance.
- CILs, LEA's and VR can also share knowledge in what they have learned about the youth in terms of accommodations or modifications to a work or training environment that might lead to a positive employment outcome.

On-Line Tools/Resources:

- JobTIPS-Social Skills Assessments
- Social Skills (ppt) Problem Solving (ppt) Social Cliques (ppt)
- National Center on Secondary Education and Transition: Teaching Social Skills (pdf)
- Anti-Bullying (ppt)
- Bully Prevention in Positive Behavior Support; PBS Bully Prevention (pdf)
- Resources for Teaching Relationship Skills to Teens
- http://www.buildingrelationshipskills.org



Disability History and Culture

Stephen Hopkins, a man with cerebral palsy, was one of the signers of the **Declaration of** Independence!



The first International **Special Olympics Games were held** in Chicago, Illinois in 1968!



Empowerment

Snapshot:

Some instruction may be designed to help youth increase their knowledge of disability history and culture. This can be particularly inspiring to young adults with disabilities and may include but is not limited to:

- Disability rights movement
- Disability law/discrimination
- Independent living movement
- Successful people with disabilities
- People first language & attitude
- Disability pride

Coordinated Service Delivery:

- CILs may offer group meetings or one-on-one skills training specifically designed to help youth become more aware of the past and present experiences of individuals with disabilities. Learning about disability history helps individuals realize that having a disability does not have to hinder quality of life.
- Some of this instruction may be incorporated with other transition curricula being taught in a special education class or in partnership with a general education teacher in a history class.

On-Line Tools/Resources:

- Disability History Timeline, National Consortium on Leadership and Disability for Youth (NCLD); Disability History Timeline (pdf)
- **Disability History Timeline (ppt)**
- Disability History and Awareness: A Resource Guide for Missouri

http://dese.mo.gov/se/documents/se-admin-mo-dis-hist-awareresquide.pdf

- **Disability Social History Project;** http://disabilityhistory.org/timeline new.html
- Disability Rights Guide (pdf)
- Study Guide to Independent Living History & Philosophy (pdf)
- Disability History and Disability Movement, (NCLD); http://www.ncld-youth.info/index.php?id=01
- Disability History: An Important Part of America's Heritage, **ODEP**; http://www.dol.gov/odep/documents/Disability%20History_50 8%20compliant_links.pdf

Empowerment



Developing Leadership Skills

Young adults with disabilities who participate in youth leadership and youth development activities:

- * are more likely to do well in school.
- * be positive participants in community activities.
- * have a more positive transition from youth to adulthood activities.

Snapshot:

A key component of successful transition planning should include opportunities for young adults with disabilities to develop leadership skills, exercise informed choice and take control of their lives. Leadership training may include but is not limited to:

- Strengthening self image and self-advocacy
- Practicing communication skills and social competencies
- Mentoring (peer, disability, group, and e-mentoring)
- Developing an awareness of community/national resources
- Building a support system from family and friends
- Participating in leadership programs geared specifically for young adults with disabilities such as Missouri Youth Leadership Forum (MYLF) http://www.mo.gov/disability/gcd/ylf.htm

Coordinated Service Delivery:

- Connect youth with local leadership opportunities, introduce them to successful adults with disabilities in their local communities and help foster mentoring relationships.
- LEA's and CIL's may incorporate many different approaches based upon the unique needs of the individual. One-on-one skills training or group settings may be offered to help youth develop stronger relationships and better interpersonal skills with parents, teachers and peers, which increases their ability to make more informed vocational and educational choices.
- VR counselors can also support the development of leadership skills by promoting and referring eligible youth to leadership conferences, such as MYLF, and encouraging youth to speak out during the career planning process and in the development of their individualized employment plans.

On-Line Tools/Resources:

- Partners in Policymaking, Missouri Planning Council for Developmental Disabilities; http://www.mpcdd.com/page.php?contentID=52
- National Collaborative on Workforce & Disability for Youth;
 http://www.ncwd-youth.info/youth-development; and NCWD/Youth Blog
- ODEP Youth Development and Leadership;
 http://www.dol.gov/odep/categories/youth/youth.htm
- Youth Development and Leadership, National Consortium on Leadership and Disability for Youth (NCLD); http://www.ncld-youth.info/index.php?id=01



Personal Assistance Services



Empowerment

Snapshot:

Some young adults with disabilities require personal assistance services (PAS). For these youth, another important aspect of transition planning is learning how to manage their own PAS, which may include but is not limited to information regarding:

- Activities of daily living
- Consumer-directed services
- Home health agency
- Independent living skills
- Major life activities
- Personal care assistant (PCA) or attendant
- Reasonable accommodation
- Workplace and college personal assistance services

Coordinated Service Delivery:

- CILs may offer independent living skills training specifically designed to teach young adults with disabilities how to look for qualified personal care assistants and what questions to ask in hiring an individual. This training may also include how to train assistants and manage the costs of personal assistance services. Some CILs even maintain a registry of professionals to help individuals locate potential personal care workers.
- Upon graduation or exit from high school, VR may be able to assist eligible young adults with disabilities with the cost of personal attendant care while they are successfully completing their rehabilitation plan.

On-Line 700ls/Resources:

- National Collaborative on Workforce & Disability for Youth –
 Making the Move to Managing Your Own Personal Assistance
 Services (PAS): A Toolkit for Youth with Disabilities Transitioning
 to Adulthood; http://www.ncwd-youth.info/PAS-Toolkit
- Accommodation and Compliance Series:
 Personal Assistance Services (WPAS) in the Workplace, Job
 Accommodation Network (JAN); http://askjan.org/media/PAS.html
- PAS Center for Personal Assistance Services (Missouri); http://www.pascenter.org/state_based_stats/index.php?state=missouri
- Missouri Department of Health and Senior Services-Home and Community Based Services; http://health.mo.gov/seniors/hcbs/info.php



Assistive Technology and Accommodations



Missouri Assistive Technology (MoAT) is the statewide AIM coordinator. MoAT touched the lives of 24,789 Missourians with disabilities in FY 2011.



Kids Assistive
Technology and the
Assistive Technology
Reimbursement
program can
sometimes provide
limited funding.

Empowerment

Snapshot:

Assistive devices may help young adults with disabilities increase, maintain or improve functional capabilities and independence. Devices may be as simple as a modified door handle or as sophisticated as a voice-controlled computer system.

Training will explore both low and high cost assistive technology options as well as other types of assistive technology such as prosthetic, orthotic equipment, hearing aids, wheelchairs, vehicle and home modifications.

<u>Coordinated Service Delivery:</u>

- LEAs, VR and CILs may offer information specifically designed to provide young adults with disabilities opportunities to explore and make informed choices regarding the use of innovative assistive technology based upon their unique needs.
- Schools can and do provide a wide variety of technology devices and accommodations, but often the technology device remains the property of the LEA. VR and CIL staff may be able to work with the LEA and the youth to explore options for continued use of the same or similar technology after graduation. Given MoAT staff's expertise and their vast selection of devices, they can also be a great resource before and after graduation.
- After graduation/exit from school, VR may be able to help evaluate or assist with the cost of a variety of assistive technology services, devices and equipment for eligible young adults with disabilities who are receiving VR services.
- CILs may also provide a number of assistive technology services, devices and equipment for young adults with disabilities to assist them in becoming more independent in their homes and communities. For young adults with disabilities who plan to attend post-secondary education settings, CILs may be able to assist them in learning more about Accessible Instructional Materials in Postsecondary Education (AIM Commission). http://aim.cast.org/learn/accessiblemedia/allaboutaim

On-Line Tools/Resources:

- Missouri Assistive Technology; http://www.at.mo.gov; Kids Assistive Technology; www.at.mo.gov/kat.html
- State of Missouri Disability Portal Governor's Council on Disability; http://www.mo.gov/disability/AT.htm
- Job Accommodation Network; http://askjan.org/; Accommodation Information by Disability; http://askjan.org/indiv/index.htm#job
- Pepnet; http://www.pepnet.org/resources.asp



Social Security Benefits and Going to Work



Employment/Training

Snapshots:

- Youth will develop a basic understanding of their Social Security Disability Benefits (SSI & SSDI) and learn more about:
 - How income from a job will impact their SSI & SSDI benefits and medical coverage
 - What happens when they turn 18?
 - How to maximize their benefits when going to work
 - What is a Ticket to Work (TTW), and how to use it?
 - Where to find a "Community Work Incentive Coordinator" (CWIC)

<u>Coordinated Service Delivery:</u>

- LEAs are encouraged to refer young adults with disabilities and their families to VR or CILs to obtain initial information regarding how social security disability benefits may be affected by various employment options.
- CILs may offer information or bring in experts to provide young adults with disabilities assistance in determining the impact of employment on their social security benefits.
- CILs may also seek the assistance of the VR counselor and/or local CWIC to ensure youth and families receive the most accurate information possible regarding TTW, Medicaid, Earned Income Exclusion, IRWE Calculations and PASS Calculations.

On-Line Tools Resources:

- Work Incentives Planning and Assistance Project Fact Sheet; http://www.socialsecurity.gov/work/wipafactsheet.html
- Social Security Work Incentives;
 http://dps.missouri.edu/resources/ssawork/default.html;
 http://www.socialsecurity.gov/disabilityresearch/workincentives.htm;
- Redbook; http://www.ssa.gov/redbook/
- Going to Work: A Guide to Social Security Benefits and Employment for Young People with Disabilities; http://www.communityinclusion.org/pdf/GTW2011_F.pdf
 http://www.communityinclusion.org/pdf/GTWSuplmnt_2012.pdf

SSA Ticket to Work; http://www.chooseworkttw.net/

Employment/Training

Effective Communication





Snapshot:

Learning how to communicate effectively with teachers, employers, co-workers and peers is an essential part of transition planning and is often cited by employers as one of the top four shortcomings of applicants.

Training in this area will include opportunities for young adults with disabilities to practice effective communication skills and may also explore the use of assistive technology to enhance communication with others in a job or training program.

<u>Coordinated Service Delivery:</u>

- Opportunities for training specifically designed to provide young adults with disabilities the opportunity to practice effective communication skills may be provided. Youth may be exposed to scenarios in a variety of work, school and home settings and allowed to role-play different points of assertive communication skills.
- For some youth with disabilities, the use of assistive technology devices may also be explored as a key factor in learning how to communicate effectively. CILs or LEAs may provide information regarding a youth's current use of equipment to determine whether or not it must remain at the school. Some CILs have assistive technology "showrooms" or equipment on site for youth to explore. MoAT maintains a larger selection of communication devices and can assist in evaluation and exploration.
- CILs may contact VR to determine if an assistive technology assessment might be appropriate to improve a youth's ability to effectively communicate in the workplace or training program.

On-Line Tools/Resources:

- Nine Points of Assertive Communication (ppt)
- Effective Communication: Faculty and Students with Disabilities;
 http://www.washington.edu/doit/Brochures/Academics/effective.html
- Effective Communication Strategies for the Disabled;
 http://www.ehow.co.uk/list_7810255_effective-communication-strategies-disabled.html
- Communication Services and Supports for Individuals With Severe Disabilities: FAQs; http://www.asha.org/NJC/faqs-disabilities.htm
- How to Communicate With Students With Disabilities; http://www.ehow.com/how_8397867_communicate-studentsdisabilities.html
- PEPNet.org (deaf/hard of hearing); http://www.pepnet.org/
- http://resources.pepnet.org/files/122 2009 8 14 15 57 PM.pdf



Soft Skills

Key aspects of successful employment include the following soft skills:

Safety

Courtesy

Honesty

Reliability

Flexibility

Team Skills

Eye Contact

Communication Skills

Employment/Training

Snapshot:

 Transition planning can be a great opportunity for young adults with disabilities to learn and practice appropriate "soft skills." Training may include but is not limited to giving youth job tips and helping improve their soft skills through education and continued real-world opportunities to practice these skills.

Coordinated Service Delivery:

- CIL staff may be able to enhance LEA soft skills training by providing more intensive one-on-one instruction and time outside of the school setting to practice these skills. The intent is for young adults with disabilities to gain a better understanding of what is meant by "soft skills" and how they play a key role in successful competitive employment.
- A CIL workshop or one-on-one skills training may address:
 - Appropriate behavior and timeliness
 - Appropriate dress, appearance and personal hygiene
 - Interpersonal skills (respect for and getting along with co-workers and/or supervisors)
 - Appropriate communication (oral and written)
 - o Taking on responsibility, teamwork and collaboration skills
 - Critical thinking or problem solving skills
 - Professionalism or work ethic
- The opportunity to practice soft skills may include hands-on or group activities such as "Mirror, would you hire me?" or the creation of a five minute commercial in which youth advertise themselves.
- CILs may be able to work with youth individually on soft skill areas that have already been identified by LEA or VR staff as barriers to obtaining competitive, integrated employment or successfully completing a post-secondary training program.
- CILs may also actively involve the VR counselor by inviting them to participate in group activities such as role-playing with the youth, acting as the prospective employer, etc.

On-Line Tools/Resources:

- Essential Skills to Getting a Job;
 http://www.dol.gov/odep/documents/essential_job_skills.pdf
- Soft Skills Business Partnerships = Successful Employment
 Outcomes for Students with Disabilities Soft Skills (ppt)
- Teaching Soft Skills through Workplace Simulations in Classroom Settings and Soft Skills/The Competitive Edge-ODEP; http://www.dol.gov/odep/pubs/fact/softskills.htm; http://www.dol.gov/odep/documents/TeachingSoftSkills.pdf
- What Are the Top Soft Skills?; http://www.ehow.com/info_8300130_top-soft-skills.html
- Soft Skills to Pay the Bills: Mastering Soft skills for Workplace Success

http://www.dol.gov/odep/topics/youth/softskills/



Job Search, Applications and Interviews







Employment/Training

Snapshots:

Young adults with disabilities face many challenges in finding a job. Determining what to do, where to begin and how to prepare for the application and interview process can be barriers to employment. Training in these areas may include but is not limited to:

- Targeting appropriate job goals
- Organizing a job search/utilizing job search resources
- Preparing applications, resumes, and cover letters
- · Reviewing tips for getting a job
- · Dressing for success/interviews and follow up

Coordinated Service Delivery:

- Skills training may be designed by CIL staff in coordination with VR and/or the LEA to help young adults with disabilities develop job seeking skills and prepare for the workforce and educate youth on job-seeking skills. This training may also challenge them to identify job interests and begin to develop their career paths.
- In some instructional locations, youth will have the opportunity to explore careers, research job leads, network, learn how to arrange their own job shadowing opportunities and brainstorm creative ideas for career planning. Other locations may assist youth in practicing how to complete job applications or prepare for a successful interview.
- VR can also take the lead in helping eligible youth with job search and career exploration activities. VR counselors may work directly with youth practicing interviewing skills and helping with resumes or may connect youth to local CRPs for more time-intensive service provision during the job development process.

On-Line 7ools/Resources:

- Who Wants to Be? (ppt)
- Missouri Connections; www.missouriconnections.org
- Tips for Getting a Job (ppt)
- No Brainers for Job Interviews (pdf)
- EEOC Job Applicants and the ADA;
 http://www.eeoc.gov/facts/jobapplicant.html
- JobTIPS; http://www.do2learn.com/JobTIPS/index.html
- Paving the Way (ppt)
- Partners in Employment; http://www.partnersinpolicymaking.com/employment-ez/



Disclosure



Employment/Training

Snapshot:

- Young adults with disabilities need to understand their disability, the need for accommodations and how/when to disclose their disability in an employment or post-secondary education setting. Topics may include but are not limited to:
 - Discussing the appropriateness of disclosing their disability in some situations and not others
 - Evaluating the pros and cons with youth who are considering disclosure
 - Encouraging youth to practice effective communication of their disability, needs, skills, and abilities

Coordinated Service Delivery:

- VR and CILs may want to coordinate education and training to youth/families regarding disclosure. Some CIL staff have experience in this area and can assist youth in learning more about their disability and how it may impact their ability to learn and perform effectively in a job or training program.
- CILs may be able to advise young adults with disabilities on many aspects of disclosure as it relates to ADA, the advantages and disadvantages of disclosure, and may be able to assist youth in determining when to disclose, and what, if anything, they want to reveal about their disability as it relates to the workplace or in a training program.
- The sharing of information and training between CILs and local CRPs for VR-eligible youth is very important to ensure consistent information and guidance is being communicated.
- VR counselors will also provide guidance and assist eligible youth who are pursuing post-secondary training opportunities in getting connected with campus disability support services so they can properly disclose their disability in order to request accommodations.

On-Line 7ools/Resources:

- JobTIPS Disclosure of Your Diagnosis; http://www.do2learn.com/JobTIPS/GettingAJob/DisclosureOfYourDiagnosis/Overview.html
- Advising Youth with Disabilities on Disclosure: Tips for Service
 Providers http://www.dol.gov/odep/pubs/fact/advising.htm
- National Collaborative on Workforce and Disability(NCWD) For Youth: The 411 on Disability Disclosure: A Workbook for Youth with Disabilities"- http://www.ncwd-youth.info/411-on-disability-disclosure
- The Why, When, What, and How of Disclosure in an Academic Setting After High School www.dol.gov/odep/pubs/fact/wwwh.htm
- Employers' Practical Guide to Reasonable Accommodation Under the Americans with Disabilities Act (ADA) and SOAR; http://askjan.org/Erguide/index.htm; http://askjan.org/soar/index.htm

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Employment





Employment/Training

Snapshot:

Successful employment plays a key role in greater independence and feelings of self-worth for young adults with disabilities. Training will focus on assisting young adults with disabilities to become qualified job candidates and successful employees in integrated, meaningful, competitive employment job settings.

Competitive employment options youth may explore will include but are not limited to:

- Targeting appropriate job goals
- On-the-job training
- Internships
- Apprenticeships
- Supported employment/job coaching
- Customized employment
- Microenterprises
- Self-employment

Coordinated Service Delivery:

- Transition planning in this area will build upon work experiences provided through the LEA, and can involve exploring the wide range of competitive employment options available. This type of planning may connect youth to community and adult service agencies that have developed strong business relationships with employers and may be able to assist them in finding a job/career.
- When it comes to competitive employment, the VR counselor will often take the lead role in service delivery for eligible young adults with disabilities as they near graduation/exit from high school. VR may provide job placement assistance directly and/or contract with local CRPs to provide eligible youth with job development and/or job placement activities.
- CILs may sometimes play a vital role in helping young adults with disabilities find the right job match or career fit given their disability/skills and by educating local businesses regarding ADA issues and/or the benefit of hiring young adults with disabilities.
 CILs, LEAs or VR may collaborate to offer guidance to help youth learn how to network with families and friends to find a job, and equally important, how to keep it.

On-Line Tools/Resources:

Empower Missouri – People with Disabilities: An Untapped Business Resource; http://www.empowermotraining.org/

O*Net On-Line; http://www.onetonline.org/

ODEP Youth Apprenticeship Programs-Toolkit



On-Line Tools|Resources (continued):

Transcen - Customized Employment;

http://www.transcen.org/index.php?option=com_content&view=article&id=12 2&Itemid=96

Employment/Training

PepNet; http://www.pepnet.org/getajob/

Job TIPS - Keeping a Job;

http://www.do2learn.com/JobTIPS/KeepingAJob/Overview.html;

Enough with the Employer Awareness Already!;

http://www.transcen.org/images/stories/TransCen/publications/PDFs/apseconxnnov10.pdf

Transcen-The Art of Possibility Seamless Transition from School to Work and Adult Life (Voice Article):

http://www.transcen.org/images/stories/TransCen/publications/PDFs/rlvoicearticle.pdf

Essential Tools-Employer perspectives on Youth with Disabilities in the Workplace;

http://www.transitiontocollege.net/percpubs/NCSET EssentialTool 02.pdf

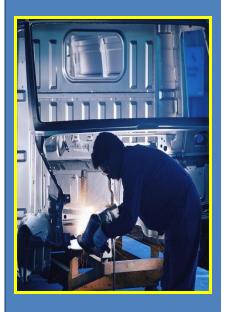
- □ GettingHired.com is the place where people with disabilities seeking employment, employers committed to hiring people with disabilities, service providers, college disability and career services departments, and disability advocacy groups connect. Click on www.gettinghired.com to learn more.
- □ <u>Hire Disability Solutions</u> provides comprehensive career services to facilitate employment for people with disabilities, veterans, their family members, and others who face challenges in their lives.
- □ Since 1995, <u>ABILITY Jobs</u> has helped 100's of thousands of job seekers with disabilities in their employment search. With the first stand-alone resume bank, employers can actively seek talented people with disabilities looking for work.

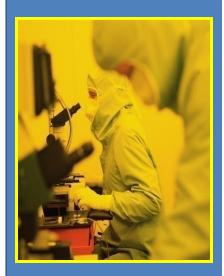
Missouri Career Tool Exploration, MERIC;

http://www.missourieconomy.org/occupations/occ proj.stm

Missouri Career Source; https://jobs.mo.gov

Employment





Employment/Training



Post-Secondary Education and/or Training





Snapshot:

Access to and participation in post-secondary education or training programs often plays a key role in achieving successful employment outcomes for young adults with disabilities. Post-secondary education opportunities are also growing and expanding for young adults with significant disabilities. Training may include but is not limited to:

- Exploring various post-secondary education/training options and identifying the best "fit":
 - Non-degree vs. degree seeking (non-credit vs. credit hours)
 - Certificate vs. degree programs
 - Vocational training vs. college training programs
 - Exercising self-advocacy and understanding your rights
- Developing/utilizing problem solving skills/learning when to ask for help
- Exploring accommodations and how they can impact learning
- Exploring the differences between high school and college
- Identifying supports and services in a post-secondary education setting

Coordinated Service Delivery:

- Although it is the responsibility of the LEA to prepare young adults with disabilities for post-secondary training or education by setting high expectations and ensuring they take the right classes, VR and CILs may also assist with access to and successful participation in a post-secondary education setting.
- Through guidance and counseling, VR may identify and refer eligible youth who are planning on participating in a college or training program after high school but could benefit from more intensive instruction and supports to a local CIL. The CIL may offer one-on-one skills training designed to help young adults with disabilities utilize/access other resources and supports available in the educational system and within the community.

On-Line Tools Resources:

- Post-Secondary Education Success Exiting Community (pdf)
- Think College; http://www.thinkcollege.net/for-students
- Transition To College;
 http://www.transitiontocollege.net/resources.html
- Missouri Association on Higher Education and Disability (MOAHEAD); http://www.moahead.org
- Going to College; http://www.going-to-college.org/
- PepNet College Guide; http://projects.pepnet.org/collegeguide/
- Project Thrive; http://www.ucmo.edu/thrive/
- Institute for Community Inclusion; http://www.communityinclusion.org/article.php?article_id=178

Disability-Related Laws



Approximately 1 out of every 6 Americans lives with a disability.



A Little Bit of History

Individuals With Disabilities Education Act (IDEA)

In 1990, the "Education of the Handicapped Act" was revised and extended as the "Individuals with Disabilities Education Act" (IDEA). This new name reflects the law's focus that those individuals with disabilities are people first, not a diagnosis or a characteristic.

The IDEA requires schools to provide transition services for a child with disabilities. Transition services are defined as a "coordinated set of activities for a child with a disability, designed within a results-oriented process that is focused on improving the academic and functional achievement of the child with a disability to facilitate the child's movement from school to post-secondary activities."

The Workforce Investment Act of 1998/Title I – Vocational Rehabilitation

The Workforce Investment Act (WIA) provides increased flexibility for state and local officials to establish broad-based labor market systems using federal job training funds for adults, dislocated workers and youth. The law mandates coordination among a range of federal job training programs, including the Employment Service, adult education and literacy programs, welfare-to-work, vocational education, and vocational rehabilitation.

The State Vocational Rehabilitation Services Program (VR) is authorized by Title I of the Rehabilitation Act of 1973, as amended, to provide support in operating a comprehensive, coordinated and accountable program for statewide workforce investment system. This system is designed to assess, develop and provide vocational rehabilitation services for individuals with disabilities to prepare for and engage in gainful employment which are consistent with their strengths, priorities, capabilities, interests and informed choice.

Section 504 of The Rehabilitation Act Of 1973

This is a civil rights law passed by the federal government to ensure equal access to programs and services by individuals with disabilities. The Rehabilitation Act is a forerunner to the Americans with Disabilities Act and contains many of the same requirements. For the purposes of Section 504, one is disabled if one has a physical or mental disability which substantially limits a major life activity. School districts and employers must comply with the Rehabilitation Act if they are recipients of federal money. The law is most useful to those who, by reason of their disability, have difficulty accessing education or employment as it is traditionally offered to those who are non-disabled. (This law can provide for appropriate adaptations and modifications for students in college.) Section 504 of the Rehabilitation Act is enforced by the Office for Civil Rights.

Disability-Related Laws



A little Bit of History

- □ Americans With Disabilities Act (ADA) http://www.ada.gov/
 - On July 26, 1990, President Bush signed into law the Americans with Disabilities Act (ADA) calling it the "world's first comprehensive declaration of equality for people with disabilities."
 - When fully in force, employers with 15 or more employees may not discriminate against qualified individuals with disabilities. Employers must provide reasonable accommodations for their employees with disabilities, unless undue hardship would result.
 - The ADA requires equal access for people with disabilities to communications, public transportation and buildings that are used by the general public such as hotels, restaurants, retail stores, and doctor's offices.
 - ☐ These three laws really expand the world for persons with disabilities. Students with disabilities must receive a results-oriented education and transition planning to help them use that education in the real world.
 - Employers may not discriminate, so many are learning to use job coaches and job adaptations to aid persons with disabilities to become successful workers.
 - Housing and transportation must be accessible for all people with disabilities. The chance to live, work and play in the same places as non-disabled individuals in the community (with their family and friends) is the promise these laws bring to all persons with disabilities.
 - On September 25, 2008, President Bush signed into law The Americans with Disabilities Act Amendments Act of 2008
 (ADAAA). The legislation expanded the definition of disability to make it easier for an individual seeking protection under the ADA to establish that they have a disability within the meaning of the ADA. While the legislation (S.3406) maintains the definition of a disability as one involving a physical or mental impairment that substantially limits one or more major life activities, it makes changes to the meaning of major life activity under that definition.
- Revised ADA Requirements: Title II and Title III: New Construction and Alterations; Title II Program Accessibility; and Title III: Readily Achievable Barrier Removal; http://www.ada.gov/revised_effective_dates-2010.htm
- □ Disability History and Awareness Month (HB 555) http://dese.mo.gov/se/se-ls09.08.11-2.htm





VR District Offices

Cape Girardeau VR

3102 Blattner Drive, Ste 103 P.O. Box 1087

Cape Girardeau, MO 63702-1087

Phone: (573) 290-5788 Fax: (573) 290-5921 Toll free: (877) 702-9883 TTY: (573) 290-5385

• Chillicothe VR

603 W. Mohawk Road Chillicothe, MO 64601-3919 Phone: (660) 646-1542 Fax: (660) 646-9741 Toll free: (866) 572-4049

Columbia VR

1500 Vandiver Drive, Ste 111 Columbia, MO 65202-1563 Phone: (573) 882-9110 Fax: (573) 884-5250 Toll free: (877) 222-8961 TTY: (573) 882-9117

Farmington VR

901 Progress Dr, Ste 100 P.O. Box 230 (63640-0230) Farmington, MO 63640-9157 Phone: (573) 218-6100 Fax: (573) 218-6107 Toll free: (800) 640-7110 TTY: (573) 218-6119

Hannibal VR

112 Jaycee Drive Hannibal, MO 63401-2275 Phone: (573) 248-2410 Fax: (573) 248-2409 Toll free: (877) 222-8960

Jefferson City VR

1500A Southridge Drive Jefferson City, MO 65109-1135 Phone: (573) 751-2343 Fax: (573) 526-4474

• <u>Joplin VR</u>

801 E. 15th Street Joplin, MO 64804-0922 Phone: (417) 629-3067 Fax: (417) 629-3148 Toll free: (877) 222-8964

Kansas City Downtown VR

615 E. 13th Street, Room G-3 Kansas City, MO 64106-2870 Phone: (816) 889-2581 Fax: (816) 889-2586

• Kansas City East VR

243 N.W. Executive Way Lee's Summit, MO 64063 Phone: (816) 622-0600 Fax: (816) 622-0610

Kansas City North VR

310 N.W. Englewood Road, Ste 300 Gladstone, MO 64118-0040 Phone: (816) 467-7900 Fax: (816) 467-7924 Toll free: (877) 270-0198 TTY: (877) 270-0201

VR District Offices

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Kansas City Transition VR

243 N.W. Executive Way Lee's Summit, MO 64063 Phone: (816) 622-0611 Fax: (816) 622-0618

Kirksville VR

1412 N. Osteopathy, Ste B Kirksville, MO 63501-3581 Phone: (660) 785-2550 Fax: (660) 785-2552 Toll free: (877) 222-8962

Nevada VR

621 E. Highland, Ste 2 Nevada, MO 64772-3971 Phone: (417) 448-1332 Fax: (417) 448-1351 Toll free: (800) 598-3471

Poplar Bluff VR

1903 Northwood Drive, Ste 3 Poplar Bluff, MO 63901 Phone: (573) 840-9550 Fax: (573) 840-9551 Toll free: (800) 281-9894

• Rolla VR

1101 W. Kingshighway P.O. Box 550 (65402-0550) Rolla, MO 65401-0550 Phone: (573) 368-2266 Fax: (573) 368-2382 Toll free: (800) 890-2867

Sedalia VR

2115 W. Broadway Sedalia, MO 65301-2114 Phone: (660) 530-5560 Fax: (660) 530-5567 Toll free: (800) 924-0419

Springfield North VR

613 E. Kearney Springfield, MO 65803 Phone: (417) 895-5863 Fax: (417) 895-5869 Toll free: (877) 222-8965 TTY: (417) 895-7934

Springfield South VR

1735 W. Catalpa, Ste C Springfield, MO 65807 Phone: (417) 895-5720 Fax: (417) 895-5725 Toll free: (877) 222-8967

St. Charles VR

3737 Harry S. Truman Blvd., Ste 400 St. Charles, MO 63301-4052 Phone: (636) 940-3300 Fax: (636) 940-3313

• St. Joseph VR

525 Jules, Room 201 State Office Building St. Joseph, MO 64501-1990 Phone: (816) 387-2280 Fax: (816) 387-2089

Toll Free: (877) 702-9876

VR District Offices

St. Louis Downtown VR

220 S Jefferson St, Ste 110 St. Louis, MO 63103 Phone: (314) 877-2940 Fax: (314) 877-2959

St. Louis North VR

4040 Seven Hills Road, Ste 257 Florissant, MO 63033 Phone: (314) 877-3200 Fax: (314) 877-3201

St. Louis South VR

3248 Laclede Station Rd St. Louis, MO 63143 Phone: (314) 877-1900 Fax: (314) 877-1920 Toll Free: (877) 222-8968

St. Louis West VR

9900 Page Ave Ste 104 St. Louis, MO 63132 Phone: (314) 877-1500 Fax: (314) 877-1530 TTY: (314) 877-1524

West Plains VR

3417 Division Drive, Ste 2 West Plains, MO 65775 Phone: (417) 256-8294 Fax: (417) 256-8479 Toll free: (877) 222-8959

Central Office VR

3024 Dupont Circle Jefferson City, MO 65109 Phone: (573) 751-3251 Fax: (573) 751-1441 Toll free: (877) 222-8963 TTY: (573) 751-0881 **Assistant Commissioner** Email: info@vr.dese.mo.gov

Ph: 573-751-3251; Toll Free: 1-877-222-8963 Fax: 573-751-1441; TDD 573-751-0881

Regional Director Development, Evaluation and Transition

243 N.W. Executive Way Lee's Summit, MO 64063 Phone: (816) 622-0622 Fax: (816) 622-0623

Assistant Director, Transition 3024 Dupont Circle Jefferson City, MO 65109 Phone: (573) 751-3251 Fax: (573) 751-1441

Director, Independent Living 3102 Blattner Drive, Ste 103 P.O. Box 1087

Cape Girardeau, MO 63702-1087

Phone: (573) 290-5788 Fax: (573) 290-5921 Toll free: (877) 702-9883

Access II Independent Living Center (Access II)

101 Industrial Parkway, Gallatin, MO 64640

Voice: (660) 663-2423, TTY: (660) 663-2663, Fax: (660)

663-2517

Email: access@accessii.org, Web site: www.accessii.org

Serves: Caldwell, Carroll, Davis, Grundy, Harrison,

Livingston, Mercer, Ray

Access II Branch Office

607 W Business Hwy 36, PO Box 437

Chillicothe, MO 64601

Voice: (660) 646-6001, Fax: (660) 646-6002

Bootheel Area Independent Living Center (BAILS)

PO Box 326, Kennett, MO 63857

Voice: (573) 888-0002, TTY: (573) 888-0002, Toll

Free: (888) 449-0949, Fax: (573) 888-0708 Email: tshaw@bails.org Web site: www.bails.org Serves: Dunklin, New Madrid, Pemiscot, Stoddard

Delta Center for Independent Living (DCIL)

Weldon Springs Professional Bldg, 5933 Hwy 94 South

Ste 107, St. Charles, MO 63304

Voice: (636) 926-8761, TTY: (636) 926-8761, Toll Free: (866) 727-3245, Fax: (636) 447-0341

Email: info@dcil.org, Web site: www.dcil.org

Serves: St. Charles, Lincoln, Warren

Disabled Citizen Alliance for Independence (DCAI)

#8 Missouri Ave, PO Box 675, Viburnum, MO 65566

Voice: (573) 244-5402, TTY: (573) 244-3315,

Fax: (573) 244-5609

Email: dcitizen@misn.com, Web site:

http://disabledcitizensalliance.org/default.html

Serves: Iron, Crawford, Dent, Reynolds, Washington

Disability Resource Association (DRA)

420-B S Truman Blvd, Crystal City, MO 63019

Voice: (636) 931-7696, TTY: (636) 937-9016, Fax: (636)

931-4863

Email: dra@disabilityresourceassociation.org, Web

site: www.disabilityresourceassociation.org

Serves: Jefferson

Heartland Independent Living Center (HILC)

1010 Hwy 28 W, Owensville, MO 65066

Voice: (573) 437-5100, Fax: (573) 437-5111, Toll

Free: (866) 322-3224

Email: hilc@heartlandilc.org Web site:

www.heartlandilc.org

Serves: Franklin, Gasconade, Maries

HILC Branch Office

104 S McKinley Ste A, Union, MO 63084

Voice: (636) 583-7977, Toll Free: (877) 553-5215, Fax:

(636) 583-7940 Serves: Franklin

Independent Living Center of Southeast MO (ILCSEMO)

511 Cedar St, Poplar Bluff, MO 63901

Voice: (573) 686-2333, TTY: (573) 776-1178, Toll Free: (888) 890-2333 Fax: (573) 686-0733

Email: info@ilcsemo.org, Web Site: www.ilcsemo.org

Serves: Butler, Carter, Ripley, Wayne

Independent Living Resource Center (ILRC)

3620 W. Truman Blvd, PO Box 6787, Jefferson City, MO

65102-6787

Voice: (573) 556-0400, TTY: (573) 634-3876, Toll

Free: (877) 627-0400 Fax: (573) 556-0402

Email: admin@ilrcjcmo.org, Web site: www.ilrcjcmo.org Serves: Camden, Cole, Miller, Moniteau, Morgan, Osage,

Callaway (Holts Summit only)

ILRC Branch Office

PO Box 3499, 920-R N Business Rt 5, Camdenton, MO

65020

Voice: (573) 317-9011, Toll Free: (877) 317-9011, Fax:

(573) 317-9013

Living Independently for Everyone (LIFE)

725 E Karsch, PO Box 967, Farmington, MO 63640 Voice: (573) 756-4314, TTY: (573) 760-1402, Toll Free: (800) 596-7273 Fax: (573) 756-3507 Email: lifecenter@lifecilmo.org, Web site:

www.lifecilmo.org

Serves: Madison, St. Francois & Ste. Genevieve

Midland Empire Resources for Independent Living (MERIL)

4420 S 40th St, St. Joseph, MO 64503

Voice: (816) 279-8558, TTY: (816) 279-4943, Toll Free: (800) MERIL4U, Fax: (816) 279-1550 Email: meril@meril.org, Web Site: www.meril.org,

Video Phone (866) 954-3461

Serves: Andrew, Atchison, Buchanan, Clinton, DeKalb, Gentry, Holt, Nodaway, Worth

MERIL Branch Office

2613 S Main, Maryville, MO 64468

Voice: (660) 562-1441, Fax: (660) 562-1665, Toll

Free: (800) MERIL4U

North East Independent Living Services (NEILS)

909 Broadway Ste 350, Hannibal, MO 63401 Voice: (573) 221-8282, TTY: (573) 221-8282, Toll Free: (877) 713-7900 Fax: (573) 221-9445

Email: neils@neilscenter.org, Web

site: www.neilscenter.org

Serves: Clark, Lewis, Marion, Monroe, Pike, Ralls

Ozark Independent Living (OIL)

109 Aid Avenue, West Plains, MO 65775

Voice: (417) 257-0038, Toll Free: (888) 440-7500,

Fax: (417) 257-2380

Email: ozark@townsqr.com, Web Site: ozarkcil.com Serves: Douglas, Howell, Oregon, Ozark, Shannon,

Texas, Wright

On My Own, Inc. (OMO)

428 E Highland Ave., Nevada, MO 64772 Voice: (417) 667-7007, Fax: (417) 667-6262, Toll

Free: (800) 362-8852

Email: onmyowngundy@sofnet.com Web site:

www.omoinc.org

Serves: Vernon, Bates, Cedar, St. Clair, Hickory

OMO Branch Office

1301 DeLaPorte, PO Box 211, Collins, MO 64738 Voice: (417) 275-1115; Toll Free: (877) 275-

2815, Fax: (417) 275-1113

Paraguad, Inc. (Paraguad)

5240 Oakland Ave, St. Louis, MO 63110 Voice: (314) 289-4200, TTY: (314) 289-4252, Fax:

(314) 289-4201

Email: paraquad.org, Web Site:

www.paraquad.org

Serves: St. Louis, St. Louis County

Rural Advocates for Independent Living (RAIL)

1100 S Jamison St, Kirksville, MO 63501 Voice: (660) 627-7245, TTY: (660) 627-0525, Toll Free: (888) 295-6461 Fax: (660) 665-9849 Email: center@cableone.net, Web Site: www.ruraladvocatesforindependentliving.org/ Serves: Adair, Knox, Putnam, Schuyler, Scotland, Sullivan

RAIL Branch Office

203 E 2nd St, Macon, MO 63552

Voice: (660) 385-6789, Fax: (660) 385-6410, Toll

Free: (877) 684-4542

Serves: Chariton, Linn, Macon, Shelby

SEMO Alliance for Disability Independence (SADI)

1913 Rusmar Ave, Cape Girardeau, MO 63703 Voice: (573) 651-6464, TTY: (573) 651-6464, Toll Free: (800) 898-7234, Fax: (573) 651-6565 Email: miki@sadi.org, Web Site: www.sadi.org Serves: Bollinger, Cape Girardeau, Mississippi, Perry, Scott

SADI Branch Office

801 E Marshall, Charleston, MO 63834 Voice: (573) 683-6464; Fax: (573) 683-6565

SADI West Branch Office

201 Hwy 34 West Marble Hill, MO 63764 (573) 238-4040 phone (573) 238-4041 fax

SADI North Branch Office

1418 W. St Joseph Perryville, MO 63775 (573) 547-7800 phone (573) 547-7808 fax

SW Center for Independent Living (SCIL)

2864 S Nettleton Ave, Springfield, MO 65807 Voice: (417) 886-1188, TTY: (417) 886-1188, Toll Free: (800) 676-7245, Fax: (417) 886-3619 Email: scil@swcil.org, Website: www.swcil.org Serves: Christian, Dallas, Greene, Lawrence, Polk, Stone, Taney, Webster

SCIL Branch Office

120 Corporate Place, Branson, MO 65616 Voice: (417) 886-1188; Fax: (417) 239-2735

Services for Independent Living (SIL)

1401 Hathman Place, Columbia, MO 65201 Voice: (573) 874-1646, TTY: (573) 874-4121, Fax: (573) 874-3564, Toll Free: (800) 766-1968

Email: sil@silcolumbia.org, Web Site:

www.silcolumbia.org

Serves: Audrain, Boone, Callaway, Cooper,

Howard, Montgomery, Randolph

Tri-County Center for Independent Living (TCIL)

1420 Hwy 72 E, Rolla, MO 65401

Voice: (573) 368-5933, TTY: (573) 368-5933,

Fax: (573) 368-5991

Email: vevans@fidnet.com, Web Site:

www.tricountycenter.com

Serves: Laclede, Phelps, Pulaski

The Independent Living Center, Inc. (TILC)

2639 East 34th St, Joplin, MO 64804 Voice: (417) 659-8086, Toll Free: (800) 346-8951, TTY: (417) 659-8702, Toll Free: (877) 307-8702,

Fax: (417) 659-8087

Email: <u>iflowers@ilcenter.org</u>, Web Site: <u>ilcenter.org</u> Serves: Barry, Barton, Dade, Jasper, McDonald,

Newton

The Whole Person, Inc. (TWP)

3420 Broadway Ste 105, Kansas City, MO 64111 Voice: (816) 561-0304, TTY: (816) 627-2201, Toll Free: (800) 878-3037, Fax: (816) 753-8163 Email: info@thewholeperson.org, Web site: www.thewholeperson.org
Serves: Cass, Clay, Jackson, Platte

TWP Branch Office

11015 E 39th St Ste 25, Independence, MO 64052 Voice: (816) 358-3510, TTY: (816) 358-2731, Fax: (816) 358-2036

TWP Branch Office

310 NW Englewood Rd, Ste 410, Gladstone, MO

Voice: (816) 561-0304, Fax: (816) 413-8707

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West-Central Independent Living Services (WILS)

710 N College Ste D, Warrensburg, MO 64093 Voice: (660) 422-7883, TTY: (660) 422-7894, Toll Free: (800) 236-5175, Fax: (660) 422-7895 Email: wils@iland.net, Web Site: www.w-ils.org Serves: Benton, Henry, Johnson, Lafayette, Pettis, Saline

WILS Branch Office

1020-B Thompson Blvd #31, Sedalia, MO 65301 Voice: (660) 829-1980, Toll Free: (866) 558-5588, Fax: (660) 829-2353

WILS Branch Office

821 Business Hwy 13 S, Lexington, MO 64067 Voice: (660) 259-3060, Toll Free: (877) 234-0655, Fax: (660) 259-3320

WILS Branch Office

225 W. Main St. Warsaw, MO 65355 Voice: (660) 223-0001, Fax: (660) 438-0013

 To Find the Center for Independent Living closest to you please call toll free 1-(888) 667-2117.

Additional Resources

 A Roadmap to the Future-Transitioning into Adulthood with ASD

http://asdtransition.missouri.edu/index.html

- America's Career Resource Network (ACRN)
 www.acrnetwork.org
- Basic Life Skills Checklist
 http://ffbcd.org/uploads/BLS-Checklist.pdf
- CESA #2 Innovation, Collaboration, Service http://www.cesa2.k12.wi.us/programs/transition/ta nresources.cfm
- CSAVR-The National Employment Team (The NET)
 http://www.rehabnetwork.org/busrel
- Disability Gov: Connecting the Disability Community to Information & Opportunities https://www.disability.gov/employment/career_planning_tools
- Disability.gov https://www.disability.gov/
- Disability Resources on the Internet http://www.disabilityresources.org/
- Division of Workforce Development Career Centers http://www.workforce.mo.gov
- Independent Living Research Utilization http://www.ilru.org
- Institute for Community Inclusion: Promoting the inclusion of people with disabilities http://www.communityinclusion.org/
- Kids Assistive Technology http://www.at.mo.gov/kat.html

 Life After High School Transition Tool Kit: Strategies, Tools & Resources for Families of Youth with Disabilities To Assist in Creating Successful Transition Plan http://www.nhspecialed.org/documents/Transition_Tool_Kit_w_IEP.pdf

- Missouri AHEAD
 http://www.moahead.org/
- Missouri Assistive Technology http://www.at.mo.gov
- *Missouri Connections
 http://www.missouriconnections.org/index_cluster.
 aspx?FileID=KJ Click on link, select Browse
 Missouri Connections and then click on either
 "Keep That Job", "Occupations", "Self-Employment", or "Degree and Certificate
 Programs" (Apprenticeship Programs)
- Missouri Governor's Council on Disability Employment http://disability.mo.gov/gcd
- Missouri Planning Council for Developmental Disabilities http://www.mpcdd.com/
- Missouri Regional Transition Networks (RTNs) http://ptimpact.org/Transition/Stellar/RTNbrochure. pdf
- Missouri Transition
 http://missouritransition.org/moodle/index.php
- Missouri Transition Programs- DESE Special Education
- http://dese.mo.gov/se/ep/transition_progs.htm
- MPACT: Missouri Parents Act <u>www.ptimpact.org</u>
- National Alliance for Secondary Education and Transition www.nasetalliance.org

Additional Resources

- National Collaborative on Work Force and Disability www.ncwd-youth.info/PAS-Toolkit
- National Secondary Transition Technical Assistance Center (NSTTAC) http://www.nsttac.org/
- National Youth Leadership Network http://www.nyln.org
- Navigating Autism Services: A Community Guide for Missouri http://dmh.mo.gov/docs/dd/navigationguide.pdf
- NCWD Individualized Learning Plans How-to Guides

http://www.ncwd-youth.info/ilp/how-to-guide/howto-use-this-guide

- NCWD Working with Employers-Workplace Success http://www.ncwd-youth.info/workplace-success, and http://www.ncwd-youth.info/quick-reference-guide/workplace-accommodations
- Office of Disability Employment Policy Integrated Employment Toolkit http://www.dol.gov/odep/IEToolkit/
- Office of Disability and Employment Policy Youth

http://www.dol.gov/odep/categories/youth

- O*NET Online http://online.onetcenter.org/
- PACER Center: Champions for Children with Disabilities
 www.pacer.org
- Paving the Way to Work: A Guide to Careerfocused Mentoring for Youth with Disabilities http://www.ncwd-youth.info/paving-the-way-to-work

- PepNet (deaf/hard of hearing) http://www.pepnet.org/getajob
- Project Search http://www.projectsearch.us/
- Project 10 Transition Education Network-Employing youth With Significant Disabilities http://www.project10.info/DetailPage.php?MainPageID=128&PageCategory=Employment&PageSubCategory=Main
- Rehabilitation Services for the Blind http://www.dss.mo.gov/fsd/rsb/index.htm
- Self Advocacy Online http://www.selfadvocacyonline.org
- Sharing Our Strengths
 http://www.sharingourstrengths.com/?catid=49
- Soft Skills to Pay the Bills: Mastering Soft skills for Workplace Success http://www.dol.gov/odep/topics/vouth/softskills/
- State Employment Leadership Network www.seln.org
- State of Missouri Disability Portal Governor's Council on Disability - Assistive Technology http://disability.mo.gov/
- State of Missouri Disability Portal Governor's Council on Disability-Employment http://www.mo.gov/disability/employment.htm
- Survival Training: Life Skills for Young Adults Skills Checklist http://www.hslda.org/highschool/docs/SurvivalTrainingChecklist.pdf
- The St. Louis Transition Council http://www.wix.com/transitioncouncil/trial

Additional Resources

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Transition Assessment

http://www.nsttac.org/content/transition-planning-folder-mapping-out-your-childs-transition

Transition Coalition – KU

http://transitioncoalition.org/transition/index.php

Transition-Adulthood-NICHCY

http://nichcy.org/schoolage/transitionadult

Transitioning into Adulthood with ASD-Roadmap to the Future

http://asdtransition.missouri.edu/

▼ VR Marketing Toolkit (MOVERS)

http://dese.mo.gov/vr/marketingtoolkit08.pdf

- "What Can You Do Campaign" Outreach Toolkit –
 The Campaign for Disability Employment
 http://www.whatcanyoudocampaign.org/blog/index.php/t
 oolkit/
- Youth Development and Youth Leadership
 http://www.ncwdyouth.info/resources_&_Publications/background.p
 hp
- Youth Leadership Tool Kit Guidebook
 http://blt.cpd.usu.edu/Youth Leadership Toolkit G
 uide.pdf